


## TRAINER PROFILE

# RAHIMAH YEOP

### AREAS OF PROFESSIONAL EXPERTISE IN TRAINING

	Protocol and Etiquette
	Communication
	Case-writing
	Negotiations

### HIGHLIGHTS OF TRAINER'S PROFILE

**Rahimah Yeop** actively conducts training as a freelance consultant with some 35 years of experience behind her. Before this, Rahimah was a Director, Academic Studies Research and Publication Division from 2011 – 2016. Prior to that, she was a Senior Programme Coordinator at the Institute of Diplomacy and Foreign Relations (IDFR), Malaysia, coordinating the Economic and Public Diplomacy Programme at IDFR since January 1996 till 2004. She conducts workshops and lectures in areas of negotiations, communication skills, liaison duties, cross-cultural communication, protocol, social and dining etiquette, personal grooming and media skills. In that 35 years in the Malaysian Government, she served in the Prime Minister's department, Consulate of Malaysia in Sydney Australia; the Institute of Diplomacy and Foreign Relations (IDFR) and the National Institute of Public Administration (INTAN). In INTAN (2004 – 2010), she was the Head, Centre for Communication and Training Development and later as Head, Centre for Negotiation Expertise.

Other than government departments, she has also facilitated courses for the private sector, banks, universities, schools, NGOs and overseas – Brunei, Myanmar, Tanzania and India. She provides individual coaching to specific groups and individuals like the Malaysian astronauts and celebrities. Before joining the Malaysian civil service, she was a journalist with The New Straits Times. Rahimah attained her Diploma in Mass Communication majoring in Journalism from UITM and an M.A. in Journalism and International Affairs from Ohio University, USA. She also has a Diploma in Public Administration from INTAN, attended a course on "Train the Trainer" under the auspices of the Commonwealth Secretariat and Effective Presentation Skills from Peter Rogen Malaysia. She also attended a Seminar on Negotiations in Singapore - jointly organized by the University of Singapore, Harvard Negotiation Project and CMI Claris and also a Negotiation Workshop under the Program of Instruction for Lawyers at the Harvard Law School in June 2002. Rahimah is also a certified City & Guilds facilitator and an HRDF Certified Trainer.